

INFORMATION PAPER

MCEU-JA (600-50d)

MAJ Donahoe/371-3336
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SUBJECT: Use of Government Resources

1. PURPOSE: To inform ERM C personnel about the guidelines for use of Government resources.

2.REFERENCE.

- a. DoD 5500.7-R, Joint Ethics Regulation (JER), paragraph 2-301 (30 Aug 92, w/Change 4).

3. FACTS.

a. Government communications equipment (including telephones, facsimile machines, electronic mail, and Internet systems) are for official use or authorized purposes only.

(1) Use of Government resources is official if it is essential to the successful completion of a DoD function, activity, or operation, and is consistent with the purpose for which the property was acquired.

(2) Official use includes emergency communications, and may include personal use by deployed employees, when the theater commander determines that such use is in the interest of morale and welfare.

(3) Supervisors who are commissioned military officers or civilians above GS/GM-11 may authorize personal use, when they determine that such use:

- (a) does not adversely affect the performance of official duties;

- (b) is of reasonable duration and frequency, and made during the employee's personal time when possible;

- (c) serves a legitimate public interest (such as keeping employees at their desks, enhancing professional skills, supporting local charities or volunteer services to the local community, job searching in response to Government downsizing, etc.);

- (d) does not reflect adversely on DoD (such as pornography, chain letters, advertising, etc.);

- (e) does not overburden the communications system; and

- (f) creates no significant additional cost to DoD.

(4) Authorized purposes include brief communications made by an employee while on TDY to notify family members of schedule changes, and personal communications that are most reasonably made while at the work place (such as checking in with family members; scheduling doctor and auto or home repair appointments; brief Internet searches; e-mailing directions to visiting relatives, etc.).

b. Use of Government communications systems may be monitored. An employee's use of such systems serves as consent to monitoring of any type of use, including personal.

c. Personal use of other Government resources, such as typewriters, calculators, libraries, and other similar resources is authorized, if a supervisor who is a commissioned military officer or a civilian above GS/GM-11, determines that the use meets the criteria listed in paragraph 3.a.(3), above.

d. Use of personnel (such as secretaries or clerks) for non-Federal purposes is generally prohibited.